



Appointments

Title 357 WAC focuses on position-specific parameters and employer choice for many staffing activities that were previously controlled and monitored by the Department of Personnel (DOP). Following are some key Appointment changes that facilitate the shift from classification-wide parameters and centralized responsibility to position-specific flexibility and employer decision-making.

Now	Future*
Probationary periods established by WPRB on class-wide basis at 6-12 months. May be extended class-wide by Board.	Probationary periods set by the DOP Director at 6-12 months class-wide and employers may extend on position or class basis to no more than 12 months.
All trial service periods are 6 months.	All trial service periods set by the DOP Director at 6-12 months class-wide and employers may extend on position or class basis to no more than 12 months.
For general government, no review period for employees hired from RIF status. For higher education, review period only if hired from a statewide layoff list.	Employers may require a transition review period for RIF appointees.
For general government, no trial service period when employees with permanent status voluntarily transfer or demote. For higher education, no trial service period when employees with permanent status voluntarily transfer or demote within an institution.	Employees who voluntarily transfer or demote may be required by employer to have a trial service period.
For general government, if reverting within an agency, right to revert to position in former class. If reverting following promotion to a different agency, the employee can go on dual agency and service wide reversion lists. For higher education, if reverting within the institution, preemptive rights to former position or vacant position in the class. If reverting following promotion to a different institution or agency, the employee is placed on the institution's layoff list.	Right of reversion is with <i>current</i> employer at time of reversion unless former employer allows return. Reversion is to vacant position. For general government, may also be a position held by nonpermanent employee. If not returned to a permanent job in former class, employee can go on internal layoff list. General government employees may also go in the transition pool.
Higher education employers must use a hiring process to return employees to a class in which they previously attained permanent status and later voluntarily demoted.	Employers may directly return employees to a former class in which they previously attained permanent status and later voluntarily demoted.

Now	Future*
In-training available in general government only.	In-training available to all employers.
Project employment only applies to general government. Project employees appointed through the competitive process gain transfer and promotional rights after gaining permanent project status.	Project employment applies to both general government and higher education. All project employees gain permanent status after completing a probationary period and gain the rights of permanent employees. Layoff rights are within the layoff unit, which is the boundaries of the project.
General government nonpermanent appointments are limited to nine months unless extended by DOP Director.	General government nonpermanent appointments encouraged to be limited to 12 months but may last up to 24 months. Intermittent appointments may go on indefinitely as long as work is sporadic without a particular pattern.
General government permanent employees may take non-permanent job with another state employer with full right of return to "home" agency.	"Home" agency may limit return rights if employee takes nonpermanent job with another state employer but must grant access to internal layoff list.
General government consecutive nonpermanent appointments with the same employer are limited to 1560 hours.	Consecutive nonpermanent appointments with the same employer are allowed if the appointments are to different positions.
For general government, no consequence if non-permanent appointment exceeds 24 months.	If non-permanent appointment exceeds 24 months without approval from DOP Director, permanent status may be conferred through remedial action.
For general government, re-employment register ranked 10th. Applicants must apply within five years of resignation. For higher ed, following resignation, former permanent employees must apply and compete as an open-competitive candidate.	Employers may re-employ past permanent staff who possess job competencies at any time, provided there are no layoff candidates who meet job-required competencies.

* These rules apply to non-represented employees. They may be superseded by collective bargaining agreements for represented employees.

This document is a summary to help employees and employers understand the changes that will result from the new civil service rules. For more specific information, please see the full text of the new rules. A full copy of the adopted rules, additional guidance, and the latest information about Civil Service Reform activities can be found at <http://hr.dop.wa.gov/hrreform.htm>. Information about the other Washington Works projects is provided at <http://washingtonworks.wa.gov>.